

**Iowa Telecommunications & Technology Commission
Telephonic Meeting
Grimes State Office Building, 1st Floor
Des Moines**

Final

December 17, 2008

Commissioners Present

Betsy Brandsgard, Chairperson
Robert R. Hardman, Member
David A. Vaudt, Ex-Officio Member
Pamela A. Duffy, Member
Michael W. Mahaffey, Member

Commissioners Absent

Timothy L. Lapointe, Member

Iowa Communications Network Staff Present

John Gillispie, Executive Director
Joseph Cassis, Deputy Director
Dave Marley, Operations Administrator
Dave Lingren, Service Delivery Administrator
Kevin Heinzeroth, Finance Administrator
Vicki Wallis, Engineering Administrator
Tami Fujinaka, Government Relations Manager
Gail McMahon, Public Relations Manager
Lori Larsen, Administrative Assistant (Recorder)

Guests

Kyle Holmgren, Qwest
Marcia Tannian - LSA

Call to Order

Director Gillispie called the meeting to order at 10:33 AM.

NOTE: The commission did not have a quorum at the beginning of the meeting. Agenda items were reordered. A quorum was present at 10:37AM.

Approval of 11/20/08 Meeting Minutes

Approval of the November 20, 2008, meeting minutes were informally tabled until the January 15, 2009 meeting.

Old Business

November 20 Planning Session Update - Joseph Cassis

One of the directives was to identify alternatives relating to strategies and progress being made. The staff has been involved in identifying a couple approaches: highlighting the benefits of the ICN and using the network in many applications either between agencies or other technology possibilities (IP video). The other aspect that needs to be determined, is how we can enhance training; provide ways to incorporate application concepts within the field.

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Minutes as Approved at the January 15, 2009 ITTC Meeting

At this time there has been no discussion updates between Auditor David A. Vaudt and Representative Doris Kelley. Auditor Vaudt will be in contact after the holidays with Representative Kelley.

Deputy Director, Joseph Cassis, plans to have a presentation for the Commissioners during the next ITTC meeting on January 15, 2009.

Staff Updates

Joseph Cassis

On December 18, 2008, the Education Telecommunication Council (ETC) will hold a meeting at the IPTV location. They will be discussing a number of topics:

1. ICN Update—highlighting items that occurred within the last six months.
2. ETC Organizational Analysis (EOA) committee – discussing possible alternatives not only to the organization, but to the structure and the advocacy that they should be pursuing.
3. Discussion on the ETC/RTC (Regional Telecommunication Council) gender party balance
4. Discussion on any legislative updates.
5. Discussion on the change/amendment part of the committee charge.

Item to note: the elected chair of the EOA, Dean Cook, Superintendent at Eddyville-Blakesburg has resigned. The EOA is in the process of electing a new chair.

Position Update

The ICN was in the process of searching for an individual for the Information Technology Specialists 3 (ITS3) position. That has been canceled due to the directive coming from Governor Culver and Department of Management; who has asked all agencies to consider hiring situations.

Dave Marley

Terawave

We continue to exchange cards for repair with Rasmussen Consulting. There is a particular module that we have had problems with, and we have set up a test bench both before and after we send the modules in. The modules that we have received back (four); have completed durability tests and they will be placed back into the Network spares. The repair status is going well. We continue to seek a more long term replacement for this equipment. At this time we are more confident that we will be able to keep the existing platform running.

JFHQ Power Status

We are lacking AC power. Currently looking into what it would take to upgrade power at JFHQ. At this time we don't know the costs involved, but there have been studies completed on what would need to be done. We have expressed grounding systems concerns at JFHQ. We had an engineering study completed, they made some recommendations. At this time, we are somewhat limited to what we can add at JFHQ.

Position Update

The filling of three positions in Operations is on hold status until we re-evaluate the situation. We have placed some additional restrictions on overtime; however a lot of processes completed to a network is accomplished outside of normal business hours. We do have due dates with customers;

however we are looking at what we can do to bring processes within normal business hours. We have not stopped overtime; we do discourage it. All overtime is approved by Director Gillispie.

Dave Lingren

Sales Update

- We have increased Ethernet sales by 85 megabits, which calculates to \$1,000/month of new revenue.
- We are actively selling our Perfect Meeting IP Video Conference (PMV). We have orders for 11 PMV subscriptions and 3 cart system classrooms. ICN anticipates by the end of January 2009 to have 233 PMV subscriptions and 3 additional cart system classrooms.
- Internet sales have exceeded 2.0 gigabits within the last month. We nearly have 2.1 gigabits of Internet sold – increase of nearly 500% over the last three years.

DOT Sale Update

ICN is working with 14 state DOT government agencies. There are some modifications the DOT is looking at concerning ownership of the system, and we continue to work with the DOT to demonstrate that the ICN would be a good partner.

New Business

OSS RFP Preparation and Status - Joseph Cassis/Vicki Wallis

The OSS Advisory Team is 99 percent through with the RFP writing requirements, with one section remaining to be completed. They are about halfway through reviewing the requirements as a team, to insure consistency and clarity to vendors.

The scoring team began processes on Tuesday, December 16, and will determine how the rating of the responses will be completed. Aside from some basic discussion and some clarification on methodology, the first few sections were assigned for review next week. A series of meetings has been established for these review periods. The scoring team will be following closely behind the OSS advisory team, so timing is important to keep both teams productive. We want to make sure we don't have one section of the RFP weighted more than others.

One question that remains is if there is anything the scoring team will find in the RFP that would make us delay releasing it. Since the scoring deadline is before the RFP responses are due, not before the RFP is released, we are going to be checking this as we go so that we can release the RFP as early as possible. If the RFP is released and the scoring team determines changes must be made, or the responses will be flawed for some reason, then an amendment would have to be released.

At this point we anticipate the RFP to be released in January 2009.

Corporate Marketing and Communications - Joseph Cassis

Web Development – The ICN is in the final stages of enhancing the website to the 1.5 version. The version will go live on January 5. We will have the capabilities to incorporate video. All visitors of the website will be welcomed by Director Gillispie via video streaming. The 2.0 version will be appearing in the spring, which will include new navigation capabilities that relate to the users and legislative bodies.

Slogan – We are currently working on a new slogan/tag line, which will represent our image in the marketplace.

Focus Group Summary Report –A lot of information was gathered from each focus group. Topics for improvement have been identified.

Action on Health Care Network Rates – Dave Lingren

Action on Austerity Implications – Director Gillispie

Commissioner Mahaffey moved that the ITTC go into closed session for the purpose of discussing non-video rates. The ICN and ITTC consider non-video rates to be trade secrets. Under Iowa Code 22.7(3), trade secrets are confidential records. Iowa Code 21.5(1) a permits a government body to go into closed session to review or discuss confidential records. Commissioner Hardman seconded the motion. A roll call vote was taken and passed, as follows:

Commissioner Duffy – Yes
Commissioner Hardman – Yes
Commissioner Mahaffey – Yes
Commissioner Brandsgard – Yes

The Chair asked for a motion to adjourn the open meeting to go into closed session. Commissioner Mahaffey moved adjournment of the open session. Commissioner Duffy seconded the motion. A roll call vote was taken and passed, as follows:

Commissioner Duffy – Yes
Commissioner Hardman – Yes
Commissioner Mahaffey – Yes
Commissioner Brandsgard – Yes

The open meeting adjourned at 10:58 AM.

Following the conclusion of the closed session, guests were invited to rejoin the meeting. The Chair reconvened the public meeting at 11:30 AM and opened the floor to a motion.

Commissioner Hardman moved for acceptance of the Healthcare Network Rates, identified during the closed session [subsequently Commissioner Hardman amended his motion to indicate flexibility concerning Healthcare Network Rates]. Commissioner Mahaffey seconded the motion. Commissioner Brandsgard informed the group that the vote is now on the amended motion. A roll call vote was taken and passed, as follows:

Commissioner Duffy – Abstained
Commissioner Hardman – Yes
Commissioner Mahaffey – Yes
Commissioner Brandsgard – Yes

NOTE: Commissioner Duffy disconnected from the call and left the telephonic meeting. A quorum was no longer present.

Other Business

Commissioner Brandsgard informed everyone that there is a conflict with the March 2009 meeting, a quorum will be absent. At a later time the Commission will discuss a new meeting date.

Attorney General Representative Update - Kevin Heinzeroth

The Attorney General's (AG) office has hired Adam Humes. Humes started with the AG office on November 17, 2008. Humes is an honors graduate from The University of Iowa's College Of Law. He comes from the private practice working with the firm Lane and Waterman LLP in Davenport, IA. The ICN has worked with Humes on a few minor issues, and is believed to be a good fit for the ICN.

Communications and Marketing Intern - Joseph Cassis

A new intern will start with the ICN on January 14, 2009, her name is Jamie Ruba, and she is from Iowa State University. Her expertise is in web development, journalism, and public relations. She will be working with Gail McMahon and Tami Fujinaka. *(It was noted after the ITTC meeting [12/18/08] that Jamie Ruba will not be interning with the ICN.)*

USAC Audit - Director Gillispie

On December 16, 2008, we were informed by the Universal Service Access Corporation (USAC), that Iowa will be audited. The last audit was completed in 2006 for the year 2002. Kevin Heinzeroth will be our business representative, responding to any questions directed to us by KPMG, who is the auditor. This is an area with great sensitivity for us, and we believe we are in compliance with all regulations and have no reason to believe otherwise. It is the Department of Education that is being audited, however the ICN will be asked to provide information.

NOTE: Commissioner Duffy rejoined the telephonic meeting. A quorum was present.

Commissioner Hardman moved to give staff pricing flexibility subject to approval of the Rate Subcommittee and final approval of the full commission in arrears at the earliest possible time in response to competitive pressures and departmental austerity plans, as discussed during the closed session. Commissioner Duffy seconded the motion. A roll call vote was taken, unanimously approving the new pricing.

Commissioner Duffy – Yes
Commissioner Hardman – Yes
Commissioner Mahaffey – Yes
Commissioner Brandsgard – Yes

Adjournment

Commissioners Mahaffey and Duffy made a motion to adjourn the meeting. There being no further business, the meeting adjourned at 11:41 AM